



TIER 2 VISA REIMBURSEMENT SCHEME

Introduction

If you are a new or current international member of staff who requires a Tier 2 visa to allow you to live in the UK and work at the University of Leeds, we can help with the cost of your visa.

You will need to pay for any expense incurred when making your visa application, but you can claim some of the cost back once you start your employment with us.

Am I eligible?

To be eligible to claim costs under this scheme, you should be:

- A new employee with a Tier 2 visa, who joined the University on or after 1 August 2017;
- A current employee renewing your Tier 2 visa on or after 1 August 2017.

How much can I claim?

You can find current Tier 2 visa fees and further information on the [UK Visas and Immigration website](#).

The maximum amount that you can claim depends on the length of your visa and whether you are applying within the UK or outside the UK.

Please note the Visa Reimbursement Scheme does not cover:

- Tier 2 Priority or Premium service;
- The National Health Service (NHS) healthcare surcharge;
- English Language Test fees;
- UK National Academic Recognition Information Centre (UK NARIC) service fees;
- UK legal fees for advice on immigration; and
- Any costs for dependants.

However, we might be able to help with these costs with an interest free loan. You can find further guidance and an application form on our [Interest free loan scheme](#) webpage.

How and when should I make a claim?

The UK tax authority classifies the reimbursement of visa fees as earnings, so you'll need to be on the University's payroll for the reimbursement to be made.

Once you have started your employment and completed all the required Right to Work checks you can submit your claim. You can find further information on Right to Work checks on our [Pre-employment checks](#) webpage.

You should submit your claim through e-Expenses, our electronic expense claim system, which you can access through the [Employee Self-Service \(ESS\) System](#) (log in using your University username and password). You can find further guidance on e-expenses on [Finance's website](#).

For audit purposes, you will be required to provide evidence of the actual amounts paid so you should keep copies of all invoices/receipts.

Will I have to pay tax or NIC's on the reimbursement?

The UK tax authority classifies the reimbursement of visa fees as earnings so we will deduct tax and National Insurance Contributions (NICs), where appropriate.

What happens if I stop working at the University?

In the event that you resign from your employment with the University within a year of your date of appointment, you will be required to repay 50% of the sum reimbursed to you.

Other conditions

The University's Visa Reimbursement Scheme is not contractual and the University reserves the right to amend or withdraw the Scheme.

If you need any further guidance please email or phone your [local Faculty/Service HR team](#)